

SOCIAL CHAIRPERSON
2009-2010

FUNCTION: Acts as a liaison between the Gunfighter's Club and the OSC Organization hosting the monthly function. The coordinating officer is the 2nd Vice President.

DUTIES OF THE OFFICE:

- A. Meets with the President, 1st VP, 2nd VP, and Advisors in June to plan a tentative schedule for the OSC year.
- B. Supervises a drawing for the next year's hosting schedule at the May function, with the assistance of the President:
 1. All major groups will be represented:
 - a. Wing Staff
 - b. Logistics Group
 - c. Mission Support Group
 - d. Medical Group
 - e. Battlelab
 - f. Each individual squadron in the Operations Group.
 - g. OSC Executive Board
 2. Groups and squadrons may share functions as needed/desired.
 3. Record and report the results of the drawing at the next MHOSC Board meeting.
 4. Establish a roster to be distributed to the MHOSC Executive Board and the Gunfighter Club detailing:
 - a. Function dates
 - b. Host units
 - c. Start times
 - d. Tentative menus (as known)
- C. Plans Programs and coordinates with the Host organization for OSC Functions.
 1. Selects various Programs for General Membership meetings, when needed.
 - a. September Meeting will be a Special Activities Evening Event (assist S.A. Chair)
 - b. December will be a Christmas/Holiday themed event
 - c. April function will be an evening Bingo event, theme determined by host organization.
 - d. May will be a Scholarship Award event. Installation to be held at a separate time.
 2. Gives the 2nd Vice President, Corresponding Secretary, *Desert Breeze* Editor, and Club manager (Sue) information on the upcoming program as soon as possible prior to the function.
 - a. Submits a press release of upcoming events for the month to the Gunfighter's Club Manager (Sue) for the Club's monthly calendar.
 - b. Provide this information to the Club as soon as possible following each monthly board meeting.
 3. Assists the 2nd Vice President in planning official receptions for the OSC Board advisors and dignitaries as advised by the Honorary President.
 4. Coordinates with the Gunfighter's Club for all facility requirements for programs, i.e. Microphones, speakers, etc.
 5. Coordinates menus, table sets, and decorations for the OSC functions with the host organization and the Club.
 6. Reminds the host organization, in advance of their upcoming function, of their responsibilities for that specific function and gives out a checklist to the hosting group.

- B. Makes place cards and does seating arrangement at the head table for any function where it is required:
 - 1. Honorary President
 - 2. Honorary Vice President
 - 3. President
 - 4. 1st Vice President
 - 5. Programs Chairman
 - 6. Guest speaker
 - 7. Honorary or Social Members
 - 8. Host (or Hosts) of monthly function
 - 9. Guest(s) of Advisors
 - 10. Guest(s) of President
 - 11. When spaces are available, fill in with the following:
 - a. 2nd Vice President
 - b. any Elected Board member
 - c. any Executive Board member
- F. Secures a token gift or gas money for the speaker(s) as appropriate.
 - 1. This token of appreciation should not exceed \$15 without the approval of the Board.
 - 2. OSC will not present gifts when fees are charged.
 - 3. President will present gift at function.
- G. Assists guest speakers as needed.
 - 1. Gives the Reservations Chairperson the name/s of the guest/s speaker/s attending before each function's deadline so he/she can arrange for OSC to pay for their meal/s.
 - 2. Calls front gate to arrange for front gate passes for special guests when necessary.
 - 3. Greets guest speakers and escorts them throughout the function.
 - 4. Sits with and introduces the Program speaker(s).
 - 5. Gives the speaker(s) address to the Corresponding Secretary so that a thank-you note can be sent.
- H. Keeps records/receipts of expenses and submits them to the Administrative Treasurer.
 - 1. Reimbursement for purchase of supplies must be in compliance with budget
 - 2. Should be submitted to the Admin. Treasurer within current Board year.
Staple receipts to reimbursement request. Make sure the date, amount of purchase, your name and your board position are indicated on request.
- I. Maintains a folder with previous programs and any information that would be helpful to be passed on to new chair. List dates of previous programs.
- J. Maintains a file notebook to be given to his/her successor in May which will include:
 - 1. Current OSC Constitution/Bylaws/Policies
 - 2. His/her job description
 - 3. His/her board reports
 - 4. Board meeting minutes

DUTIES OF ALL MHOSC BOARD MEMBERS

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
 - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.

- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.

Current as of February 2010